

SERVICES

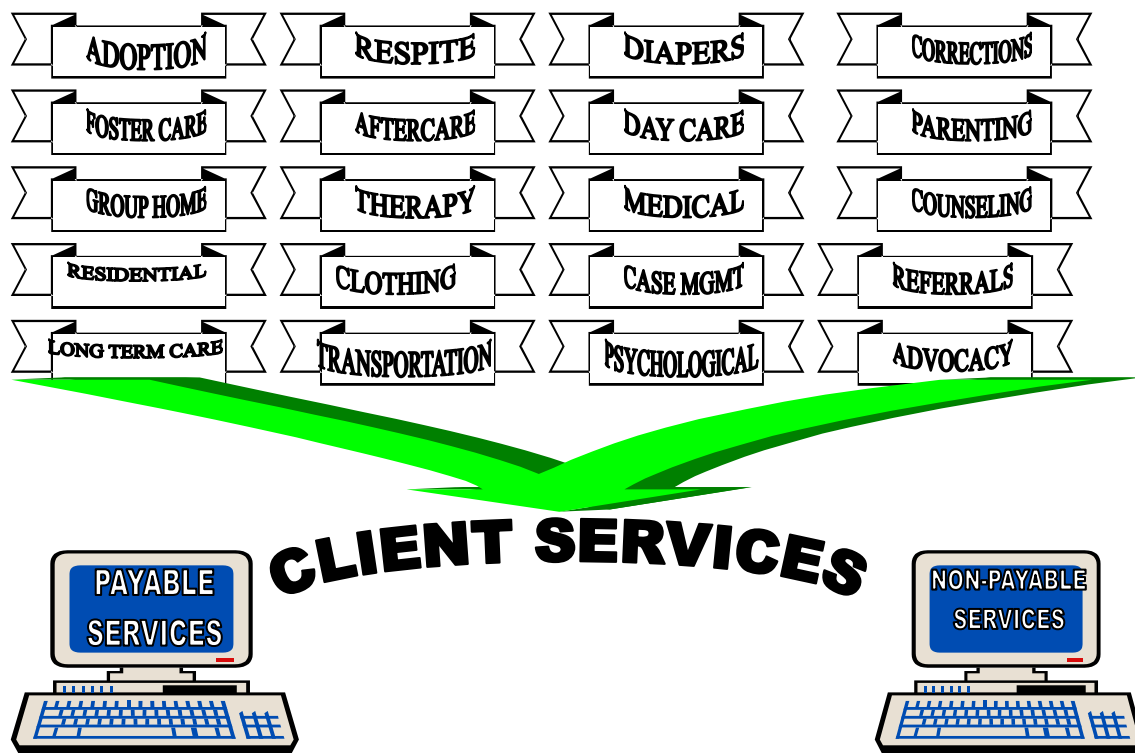
Payable/Non-Payable Services

Court Actions

Placements

Interstate Compacts

Foster Care Independence Program



- The system allows you to track payable and non-payable services for a client
 - The system will display a client's placement/service history
- On line service approval and alerts

SERL - Services List

```
CAFSSERL                SERVICES LIST                11/29/2007    11:08
USER ID : C7TR15                PAGE NO: 001
CAPS ID : 00001073    00    NAME: SOUTHWICK, TOMMY

TO SELECT ENTER: I=INQUIRE, M=MODIFY, D=DELETE        TO ADD=F11 + FASTPATH
START FROM:                SERVICE CODE:

S RSN SERVC DESCRIPTION        FACILITY NAME    OPEN DATE    CLOSE DATE    S A C    APPRV
-  FP SEMRM REMOVAL            COONEY'S FOSTER  01/01/2000    99/99/9999

PATH: █
```

- This screen displays the history of all services provided to a specific client
- - The worker can INQUIRE, MODIFY and DELETE services on this screen
 - Only the most recent removal service (SEMRM) can be modified
- - The worker can enter a SERVICE CODE to view specific types and dates of services
 - Once a service is completely approved, the only update allowed will be to enter the CLOSE DATE
- You cannot select MODIFY (with the exception of the close date if one was not originally entered) once the approval process has been completed, unless the service is denied
- You can add a service by typing the appropriate screen (SERN or SERP) in the PATH and pressing F11, the system will take you to the screen in ADD mode

SERN - Service Detail: Non-Payable

```
CAFSSERN          SERVICE DETAIL: NON-PAYABLE          11/29/2007    11:29
USER ID : C7TR15    MODIFY
CAPS ID : 00001073    00    NAME: SOUTHWICK, TOMMY

SERVICE CODE: SEMRM          REMOVAL
PROVIDER      : 0001002 000    LEWIS AND CLARK CPS
OPEN DATE    : 01/01/2000
CLOSE DATE    : 99/99/9999

REASON FOR SERVICE: PT      OUT OF HOME PLACEMENT TO PROTE
REASON FOR REMOVAL (PRIMARY): PHA  OTHERS: PHN EMD

COMMENTS:

SHIFT+F1=MORE DETAIL

PATH: █
```

- This screen allows input of all non-payable services provided to a specific client
- Only non-payable funding sources can be input on this screen
 - No trust account funding sources or provider overpayments are allowed on this screen
- The REASON FOR REMOVAL field is enterable only on a removal service (SEMRM) and a PRIMARY reason will be required.
 - Up to four OTHER reasons for removal can be entered and other reasons are optional
- Field workers can press SHIFT+F1 to access the CREI (CPS Removal Eligibility Information) screen in inquire mode. IVE Unit and specific Program Bureau staff will update CREI.

CREI - CPS Removal Eligibility Information

```
CAFSCREI      CPS REMOVAL ELIGIBILITY INFORMATION      11/29/2007      13:41
USER ID: C7TR15  MODIFY                                PAGE NO: 001
CAPS ID: 00001073      00      NAME: SOUTHWICK, TOMMY

                                EFFECTIVE DATE: 11/01/2007
                                END DATE: 99/99/9999

LEGAL INFORMATION
DOES THE INITIAL COURT ORDER SANCTION THE REMOVAL OF THE CHILD FROM THE HOME?
(CHECK WITH "Y" OR "N")
Y      1) CONTAINS THE CONTRARY TO WELFARE LANGUAGE
        COURT ORDER EFFECTIVE DATE: 11/01/2007
WERE REASONABLE EFFORT REQUIREMENTS MET WITHIN 60 DAYS OF REMOVAL?
(CHECK THE OPTION THAT APPLIES WITH "Y" OR "N")
Y      2A) REASONABLE EFFORTS HAVE BEEN MADE TO PREVENT REMOVAL
        COURT ORDER EFFECTIVE DATE: 11/15/2007
        2B) NO REASONABLE EFFORTS WERE REQUIRED
        COURT ORDER EFFECTIVE DATE:

OR
VOLUNTARY INFORMATION
        1) THERE IS A      -
        START DATE:                EXPIRATION DATE:

F11=ADD
FS900018 UPDATE SUCCESSFUL                                . PATH: ■
```

- This screen is used to record contrary to welfare language and reasonable efforts information. It is also used to record voluntary placement information.
- This screen can be updated by IVE Unit staff and specific Program Bureau staff. Field workers will have inquire access only.

COURT HISTORY



SE-04

- You can ADD, INQUIRE, MODIFY or INACTIVATE court events
- Complete history of court events in the system

CRTL - Court List

```
CAFSCTRL          COURT LIST          07/06/2007    10:38
USER ID : CS4566          PAGE NO: 001
CAPS ID : 00001300      25    NAME: KOCH, MELISSA

TO DISPLAY, ENTER X: X ACTIVE ONLY _ ACTIVE AND DELETED F11, ENTER TYPE:
START FROM:              COURT REASON:
TO SELECT, ENTER I=INQUIRE, M=MODIFY, OR D=DELETE
EFFECTIVE DATES
SEL TYPE HEAR/FILE DT   REASON    DISPOSITION STS   FROM      TO
-  MNE  07/06/2007      A
-  CTO  06/03/2007  TPR      MRT FRT    A   07/01/2007  99/99/9999
-  PET  10/01/2006  PLC      PLC        A   10/01/2006  99/99/9999
-  PET  06/01/2006  GSP      GSP        A   06/01/2006  12/31/2006
-  PET  01/05/2006  TIA  TLC    TIA  TLC    A   01/01/2006  06/30/2006

PATH: █
```

- This screen displays the court events specific to a client
 - A document type must be entered before pressing F11 to add a new detail
- You may INQUIRE on a court event at any time
- MODIFY on any court reason is possible only until the COURT DISPOSITION is entered
 - Once the disposition is entered, the majority of the information on the court event becomes protected
- You can DELETE a court reason from the system. This reason will remain on the database, but will be considered INACTIVE. In order to delete, you must enter COMMENTS at the bottom of CRTD (Court Detail) for the reason you wish to inactivate, then place a “D” on the select line, press ENTER and SHIFT+F4 to confirm the delete
- By entering a START FROM date you may view COURT REASONS from a particular date forward
- You can view specific COURT REASONS by entering the COURT REASON type

CRTD - Court Detail

```
CAFSCRTD                COURT DETAIL                05/19/2008    13:26
USER ID : CS4566    MODIFY
CAPS ID : 00001300    00    NAME: KOCH, MELISSA
                                LAST UPDATED: 01/31/2008 BY:

CAUSE NUMBER          : 01182006MH
TYPE OF COURT DOCUMENT: CTO                EFFECTIVE DATES OF COURT ORDER
COURT REASON          : EPS  TIA  TLC                FROM : 01/01/2008  TO : 06/30/2008
HEARING/FILING DATE   : 01/05/2008
ADJUDICATION DATE     : 01/05/2008                NEXT HEARING DATE : 06/30/2008
COURT DISPOSITION     : EPS  TIA  TLC
DATE ORDER RECEIVED   : 02/02/2008
COURT JURISDICTION    : D01253
TRIBAL NOTIFICATION   :
COUNTY ATTORNEY ID   :
GUARD AD LITEM ID(1):
GUARD AD LITEM ID(2):

JUVENILE OFFICER ID   :
COMMITMENT TYPE       :    DOC COMMITMENT END DATE:

COMMENTS: COMMENTS MUST BE ENTERED IN ORDER TO DELETE A COURT RECORD FROM THE
          CRTL SCREEN.

                                PATH:
```

- This screen is used to record details of specific COURT REASONS that involve a client
- F10 displays the RELL (Relationship List) screen and allows you to copy a COURT REASON to another client's record
- Once a disposition is entered and ENTER is pressed, a confirm message will appear at the bottom of the screen
 - Once SHIFT+F4 is pressed, most fields will be protected and cannot be changed
- An EVENT is recorded each time a COURT REASON occurs
- An alert (report to the court/court review due) will be created to the worker and the worker's supervisor 30 days prior to the NEXT HEARING DATE, if one has been entered
- Fields are enterable or non-enterable based on the type of court document being entered

CPHL - Client Placement History List

```
CAFSCPHL          CLIENT PLACEMENT HISTORY LIST          07/06/2006  11:25
USER ID : CS4566                                     PAGE NO: 001
CAPS ID : 00002084    25    NAME: FURST, EVE

TO SELECT  ENTER I=INQUIRE, M=MODIFY                TO ADD=F11 + FASTPATH
                                                    EXIT
S  TYPE  FACILITY    FACILITY / PERSON NAME          START DATE  END DATE  RSN
_  FCARE 0007109 001 MAHONEY SEAN AND SUSANNE        12/20/1997  99/99/9999

                                                    PATH: █
```

- This screen displays all a specific clients placements
- You can add a placement by typing the appropriate screen in the path and pressing F11, the system will take you to the appropriate placement screen in ADD mode
 - PLAD (Placement Detail) – foster care, shelter care, group home, etc
 - ADOD (Adoption Detail)
 - GARD (Guardianship Detail)
 - JJPD (Juvenile Justice Placement Detail) – Pine Hills & Riverside ONLY
 - JDET (Detention Placement Detail)

PLAD - Placement Detail

```
CAFSPLAD          PLACEMENT DETAIL          11/30/2009   15:07
USER ID : C74142SW  MODIFY
CAPS ID : 00001005   00   NAME: TRUST, JOE

PROVIDER/FACILITY : 0001065 001  BRAND NEW FOSTER HOME
ADDRESS: 2401 COLONIAL DR
        HELENA             MT  59601 - 4980        PHONE: 406 443-1005

PERMANENCY GOAL:  GSP GUARDIANSHIP

PLACE START DATE: 10/01/2006      CHILD IN PLCMT DUE TO PARENTAL OR
PLACE EXIT DATE : 09/28/2009      CARETAKER DRUG USE FROM WHERE CHILD
                                   WAS REMOVED: Y DRUGS: ALC

PROX TO HOME (Y/N): Y      LIC TYPE YFH STS: REG ASSOC DT: 10/01/2006
PROX TO SCHOOL(Y/N): Y    PROX CMT:
COMMENTS:                  PROX CMT:

PLC CHANGE/DISCHARGE?: D  EXIT REASON : RTH RETURN TO HOME REMOVED FROM
PLACEMENT STATUS CD: AT ACTIVE PLACEM START DT: 10/01/2006 END DT: 09/28/2009
PLACING WORKER ID: C74142SW WORKER, SOCIAL
SHIFT + F1=PLSH  SHIFT + F2=LICH

                                   PATH:
```

- If the first placement is being entered, you must first enter a removal service on SERN
- If a subsequent placement is being stored, the removal reason associated with the preceding placement suffices as long as the placements end and begin on the same day. If there is a break in placement, a new removal service will need to be added on SERN
- The most current placement status will be displayed at the bottom of the screen
- SHIFT + F1 will take you to PLSH (Placement Status History) where you can record changes in placement status
- SHIFT + F2 will take you to LICH (Placement License History) where you can view license associations for the placement
- The CHILD IN PLACEMENT DUE TO PARENTAL OR CARETAKER DRUG USE FROM WHERE THE CHILD WAS REMOVED flag and LIC TYPE field will be required. The DRUGS fields associated with the “child in placement” flag are optional.
- Upon closure, you must identify if the closure is due to “placement change” or “discharge”

PLSH – Placement Status History

```
CAFSPLSH                PLACEMENT STATUS HISTORY                07/06/2006    11:39
USER ID : CS4566    MODIFY                                PAGE NO:    1
CAPS ID : 00002084    00    NAME: FURST, EVE

DISPLAY - CURRENT PLACEMENT: X OR ALL PLACEMENTS:

TO SELECT, ENTER M=MODIFY OR D=DELETE

SEL STS DESCRIPTION      PROVIDER  NAME      START DATE  END DATE
■  TH  TRIAL HOME VISIT   0006082 001 JUAREZ RODNEY A 06/11/2006 99/99/9999
  MH  HOSPITAL FOR MEDICAL 0006082 001 JUAREZ RODNEY A 06/10/2006 06/11/2006
  AT  ACTIVE PLACEMENT    0006082 001 JUAREZ RODNEY A 05/12/2006 06/10/2006
  PH  HOSPITAL FOR ACUTE P 0006082 001 JUAREZ RODNEY A 05/09/2006 05/12/2006
  RN  RUNAWAY              0006082 001 JUAREZ RODNEY A 05/07/2006 05/09/2006
  AT  ACTIVE PLACEMENT    0006082 001 JUAREZ RODNEY A 05/01/2006 05/07/2006

PATH:
```

- This screen will display the placement status history for a specific client
 - If accessed from PLAD, will display history for the placement on PLAD
 - If accessed from any other screen, will display history for all placements
- This screen is used to add placement status changes if the placement on PLAD is to remain open. Valid codes are AT (Active Placement), ET (Extended Trial Home Visit), MH (Hospital for Medical Processes), PA (Pre-Adoptive Placement), PH (Hospital for Acute Psychiatric Care), RN (Runaway) and TH (Trial Home Visit)
- The previous placement status must be closed before a new placement status can be entered
- The new placement status start date must equal the previous placement status end date
- Placement status information cannot be modified if the placement is closed
- The original AT (Active Placement) status code cannot be modified or deleted
- The most recent placement status can be deleted if the end date is still 9999

LICH – Placement License History

CAFSLICH		PLACEMENT LICENSE HISTORY		11/30/2009	15:10
USER ID : C74142SW		INQUIRE		PAGE NO: 001	
CAPS ID : 00001005		00	NAME: TRUST, JOE		
DISPLAY - CURRENT PLACEMENT: X OR ALL PLACEMENTS:					
DISPLAY - ACTIVE LICENSE ASSOCIATIONS: _ ALL LICENSE ASSOCIATIONS: X					
PLACEMENT		LICENSE		LICENSE	
EFFEC DATE	EXIT DATE	TYP STS	ISS DATE	EXP/TRM DATE	ASSOCIATED
10/01/2006	09/28/2009	YFH REG	08/15/2006	08/14/2009	BEGIN DATE END DATE
		YFH REG	08/15/2006	08/14/2009	10/01/2006 09/28/2009
		YFH TRM	09/03/2002	09/01/2003	10/01/2006 09/28/2009
WHITE = INACTIVE					
PATH: ■					

- This screen will display the placement license history for a specific client
 - If accessed from PLAD, will display history for the current placement
 - If accessed from any other screen, will display history for all placements
- This screen will default to display active license associations only
 - If ALL LICENSE ASSOCIATIONS is marked, inactive associations will display in white
- The placement effective dates will display along with the associated license type, the license issuance and expiration/termination dates and license association dates

GARD – Guardianship Detail

```
CAFSGARD          GUARDIANSHIP DETAIL          07/18/2012    09:25
USER ID : C74142SW  MODIFY
CAPS ID : 00005042    00    NAME: JONES, INDIANA

PROVIDER/FACILITY : 0001010 001  DUQUESNE CALLEIGH & LEONARDO
ADDRESS : 4256 FLOWEREE DR
          HELENA                MT  59602 - 8840    PHONE: 406 431-7454

DATE PLACED WITH GUARDIAN:          07/01/2012
DATE PERMANENCY TEAM DETERMINED THAT GUARDIANSHIP IS THE MOST
APPROPRIATE PERMANENT PLACEMENT :    03/15/2012
DATE OF GUARDIANSHIP DECREE :        07/01/2012
DATE PETITION FOR GUARDIANSHIP FILED : 07/01/2012
COMMENTS:

EXIT DATE: 99/99/9999  EXIT REASON:

PATH: █
```

- The client must have a closed foster care placement on PLAD with a placement exit reason of 'POG' (Place with legal guardian/other than home removed from)
- The client must have a court order on CRTD with a disposition of 'GSP' (Guardianship-Youth)
- The provider where the client is placed must be licensed for any of the following license types: GKS (Guardianship Kinship); GNK (Guardianship Non-Kinship); TGK (Tribal Guardian Kinship); TGN (Tribal Guardianship Non-Kinship)
- There are two eligibility codes related to Guardianship – SGC (Guardianship Control Group Indicator) and SGE (Guardianship Experimental Group Indicator). Central Office staff will add these codes to the CELL (Client Eligibility List) screen for the client
- A new service code (PGUAR – Guardianship) will be entered on the client's SERP (Service Detail: Payable) screen. If there is no SGE eligibility on CELL, the service will be paid with the next highest funding source available

ADOD - Adoption Detail

```
CAFSADOD                                ADOPTION DETAIL                                04/08/2011    9:55
USER ID : CS4566    MODIFY
CAPS ID : 00001229    00    NAME: HARRIS, MELISSA
PROVIDER NUMBER : 0001048    001    REYNOLDS MARY
      ADDRESS : 1311 BIG HORN RD
CITY/STATE/ZIP : HELENA                                MT 59602 7612    PHONE:
FOREIGN ADDRESS :
COUNTRY :                                CANADIAN PROVINCE:
PLACEMENT DATE : 01/01/2011    FINALIZATION DATE: 01/01/2011
PARENT1 - REL BEFORE ADOPT: MAA MATERNAL AUNT    FOSTER PRT: Y SINGLE PRT: Y
PARENT2 - REL BEFORE ADOPT:                                FOSTER PRT:
LGL RISK AGREE: N DT:                                RSN:
PLACE AGREE : Y DT: 12/15/2010
SPECIAL NEEDS (Y/N): Y PRIMARY BASIS SPECIAL NEEDS: 4 MEDICAL CONDITIONS OR M
COMMENTS:

EXIT DATE: 99/99/9999    EXIT REASON:
-----HISTORICAL DATA FOR THIS ADOPTION-----
NBR OF SIBLINGS :                                SUBSIDY REQUESTED: Y    04/05/2011
NBR IN ADOPT SYS :                                SUBSIDY APPROVED : A    04/08/2011
DISSOLUTION DATE :                                SUBSIDY INITIATED: N

                                           PATH:
```

- This screen permits the user to view, modify and add information relating to an incidence of adoption services provided for a specific client
- Relationship before adoption cannot be “Foster Parent” codes of FFP, FFR, FMR or FCP. Prior foster parent relationship is identified through the use of the “foster parent” flag.
- If special needs flag is “Y”, corresponding special need information must be entered on the SPND (Special Needs Detail) screen
- All preceding placements must be closed before the PLACEMENT DATE
 - A placement is open if the END DATE is showing 99/99/9999
- FINALIZATION DATE comes from final adoption decree entered on CRTD (Court Detail) – AFD (Adoption/Final Decree) event and disposition

SERP - Services Detail: Payable

```
CAFSSERP SERVICES DETAIL: PAYABLE 12/22/2011 9:15
USER ID : CS4566 INQUIRE
CAPS ID : 00002153 00 NAME: DOE, ELIZABETH

LAST UPDATE DATE: 12/08/2011
SERVICE CD: PFRS1 FOSTER FAMILY CARE - ROOM OPEN: 11/02/2010 CLOSE: 03/22/2011
PROVIDERS: SERVICE-RENDERING: 0005019 001 CLEAVER WARD AND JUNE
          PAYMENT-RECEIVING: 000
FINANCIAL COUNTY OF RESPONSIBILITY: 025 LEWIS & CLARK
-----
RATE: 16.54 UNIT: 0 UNIT TYPE: DAY TOTAL:
REASON: PT OUT OF HOME PLACEMEN CONTRACT:
REMITTANCE ADVICE LINE:

WORKER : C7TR08 EIGHT DATE: 12/08/2011 COMMENTS:
SUPERVISOR: A BY: C84142 HOLLING DATE: 12/08/2011 COMMENTS:
ADMINISTRATOR: A BY: C86100 KOENIG DATE: 12/08/2011 COMMENTS:
CENTRAL OFFICE: A BY: C72334 ISOLA DATE: 12/08/2011 COMMENTS:

PATH: 
```

- This screen allows input of a payable service provided to a specific client and to authorize payment for that service
- If you adjust an amount in the RATE field, an “O” (override) will appear after that amount
 - An additional level of approval will be required if the modified rate is higher
- A service cannot be modified once the approval process is completed, unless the service is denied
 - Once the service is approved, the only modifiable field is the CLOSE DATE
- If a worker enters a financial county that is different from theirs, the supervisor and regional administrator of the appropriate county will have to approve the service
 - The system will alert the appropriate approval county
- If the financially responsible person changes address to a new financial county, you will need to close the existing service and open a new one
 - The new financial county needs to approve this service
- LAST UPDATE DATE field is the date the screen was last updated

- Entering the correct last day of the service is VERY IMPORTANT. Do not enter 12/14 when the client actually left the placement on 12/15. Policy states that we do not pay for the last day of service, so if the date is entered correctly, the system will automatically create the payment for the correct number of days. If a payment has already been generated, the payment can be modified on CBPD (Client-Based Payment Detail)
- When entering a qualifying payable service (for CHIMES interface) a gender of “M” (male) or “F” (female) must be entered on PERD before you will be able to update SERP.
- The remittance advice line is used by fiscal officers and Central Office staff to cross reference bill/invoice numbers for specific services.

SSJD - Supplemental Service Justification

```
CAFSSSJD          SUPPLEMENTAL SERVICE JUSTIFICATION          04/10/2008    15:28
USER ID : CS4566      INQUIRE                                PAGE NO: 001
CAPS ID : 00001300    00    NAME: KOCH, MELISSA

SERVICE: STRNS TRANSPORTATION                                TOTAL:
PROV NO: 0001001 001    NAME: MARY FOSTER HOME

OBJECTIVE: TO TRANSPORT MELISSA TO SCHOOL, COUNSELING SESSIONS AND FAMILY
VISITS

EVALUATION CRITERIA: FACILITATE FAMILY REUNIFICATION EFFORTS

FUNDING OPTIONS    AVAIL    IF YES, EXPLAIN
TRUST ACCT         N
MEDICAID           N
THIRD PARTY INS    Y    NOT COVERED
SSI/SSB            N
IV-A               Y    SVC NOT ELIGIBLE FOR IVA FUNDING
OTHER              N

PATH:
```

- This screen documents the information needed to justify the use of the requested service and funding
- This screen must be completed when a service code that requires special justification is entered on SERP (Services Detail: Payable)
- In add mode, this screen can only be entered from SERP (Services Detail: Payable) screen
 - The CAPS ID cannot be changed

SEIH – In Home Services

```
CAFSSEIH                IN HOME SERVICES                09/30/2011    10:27
USER ID : CS4566        MODIFY
CAPS ID : 00001328      00    NAME: HARRIS, EMILIA

SERVICE CODE: SOCNR          OPEN CLIENT NO REMOVAL
PROVIDER      : 0001002 000    LEWIS AND CLARK CPS
OPEN DATE    : 09/01/2011
CLOSE DATE   : 09/10/2011

INTERVENTION AUTHORITY :    VS    VOLUNTARY SERVICE AGREEMENT
REASON FOR INTERVENTION(PRIMARY):  PHA OTHERS:  PHN EMD
REASON FOR CLOSURE:      IT    INTERVENTION TERMINATED

COMMENTS:
ANY COMMENTS REGARDING THE IN-HOME SERVICES BEING PROVIDED CAN BE ENTERED HERE

PATH: █
```

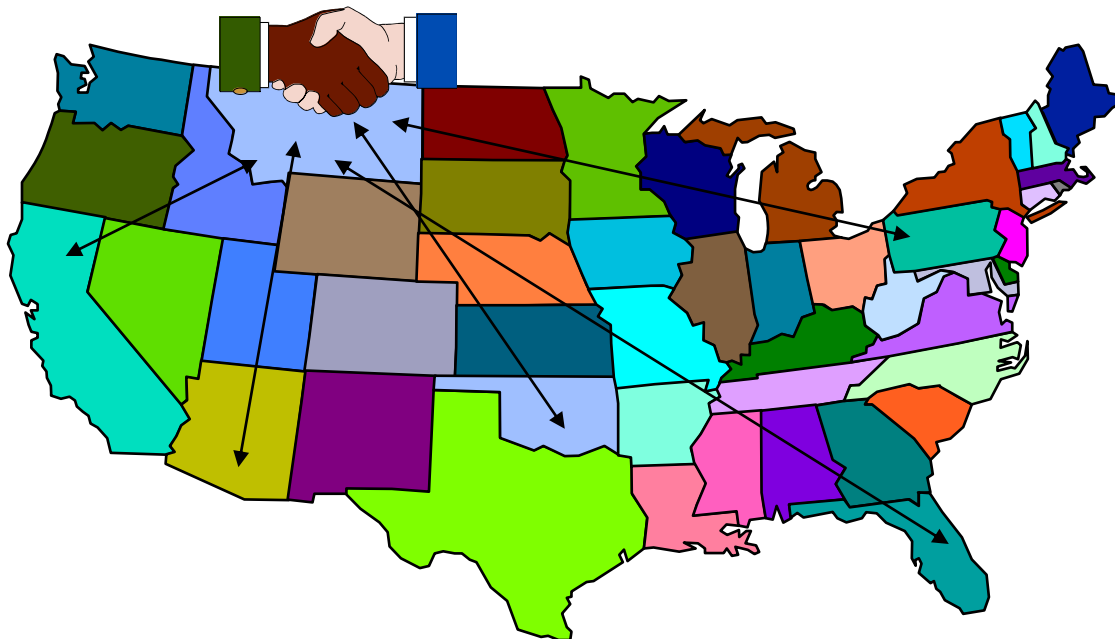
- This screen is used to display, modify and add information regarding in-home services provided to a client where no removal was necessary.
- When SEIH is accessed from SERL, SOCNR will default as the service code and cannot be changed.
- Any provider can be entered for a SOCNR service, but it will typically be the county CPS office.
- Multiple SOCNR services can be entered for a client, but the dates cannot overlap.
- A removal (SEMRM) service and a SOCNR service cannot be open at the same time.

GRSL - Group Services List

CAFSGRSL	GROUP SERVICES LIST		02/20/2008	10:58
USER ID : CS4566			PAGE NO: 001	
CAPS ID : 00002084		25	NAME: FURST, EVE	
SERV				
CODE	CLIENT NAME	FACILITY	OPEN DATE	CLOSE DATE
SCALL	EVE FURST	TEST	12/20/1997	12/22/1997
SEMRM	EVE FURST	TEST	12/20/1997	99/99/9999
SCALL	ADAM FURST	GUSTOVSON	11/21/1997	11/21/1997
SEMRM	ADAM FURST	GUSTOVSON	11/21/1997	99/99/9999
SCALL	CAIN WASHINGTON	ROSENBERG	12/27/1997	12/27/1997
STRNS	CAIN WASHINGTON	ROSENBERG	12/27/1997	99/99/9999
PFRS1	CAIN WASHINGTON	ROSENBERG	12/21/1997	99/99/9999
SEMRM	CAIN WASHINGTON	ROSENBERG	12/21/1997	99/99/9999
PATH: ■				

- This screen displays the history of all services provided for a group of related clients
- This screen is very similar to the SERL (Services List) screen
- A worker first identifies the client using the CAPS ID field
 - Press F10 and RELL is displayed and you can select the group of clients you would like to display services for

INTERSTATE COMPACT



- You will enter Interstate Compact information into the system
- Interstate Compact forms can be generated by the system
- Alerts will be sent to supervisors and the Interstate Compact Administrator when a worker completes the Interstate Compact Detail screen
- On-line approval process with alerts when the verification letter is sent

ICPL - Interstate Compact List

```
CAFSICPL          INTERSTATE COMPACT LIST          01/26/2007  11:25
USER ID : CS4566          PAGE NO: 001
CAPS ID : 00002085      25  NAME: WASHINGTON, ABLE

TO SELECT, ENTER I=INQUIRE, M=MODIFY, D=DELETE

      REQUEST
SEL  DATE      RESOURCE NAME      RECV  MT  INIT  APRV
   _ 01/26/2007  HARRISON THOMAS  STATE CNTY RPT  CD
      _          CO              RHS  A

                                     PATH: █
```

- This screen displays, in reverse chronological order, a history of interstate compact applications for a client
 - This request could be to place out of state children in Montana or to place Montana children out of state
- Workers can modify an application until the application is APPROVED or DENIED on the ICAD (Interstate Compact Action Detail) screen
- Only workers with the ICM (ICPC Monitoring) supertask on the SPTK (Supervisory Task List) screen will be allowed to delete an application

ICPD - Interstate Compact Detail

```
CAFSICPD          INTERSTATE COMPACT DETAIL          01/26/2007  11:26
USER ID : CS4566  MODIFY
CAPS ID : 00002085  25  NAME: WASHINGTON, ABLE
PLCMT INITIATOR: PUB  PUBLIC AGENCY
SENDING STATE : MT  MONTANA          COUNTY IF MT: 25  OR CA:
RECEIVING STATE: CO  COLORADO        COUNTY IF MT: 00  OR CA:
PLANNING: CAPS ID: 00002087  OR PROV: 000
FINANCIAL RSP: CAPS ID: 00002087  OR PROV: 000
PLCMT PROV: 0005012 000  OR PERSON:  NAME: HARRISON THOMAS
ADDRESS: 6010 MILE HIGH AVE
CITY, ST ZIP: DENVER                CO 85651 -  PHONE:
TYPE OF CARE: REL          IF REL OR OTHER: MATERNAL UNCLE
IV-E (Y/N): N             IF ADOPTION, SS/RS:
FINANCIAL PLAN: FCP              IF FCP, DAILY AMT: $ 18.05
MEDICAL PLAN : NRR              ICPC LEGAL STATUS : SAC
SERVICES REQUESTED:
  INITIAL REPORT : RHS          SUPERVISORY SERVICES: RSA
  SUPERVISORY REPORTS: U        IF OTHER: MONTHLY
RS SUPRV AGENCY: COLORADO DEPARTMENT OF CHILDREN'S SERVICES
ENCLOSED: CO OT SH            OTHER: EDUCATION AND MEDICAL RECORDS
SENDING AGENCY: LEWIS & CLARK COUNTY CHILD AND FAMILY SERVICES
DATE OF REQUEST: 01/26/2007

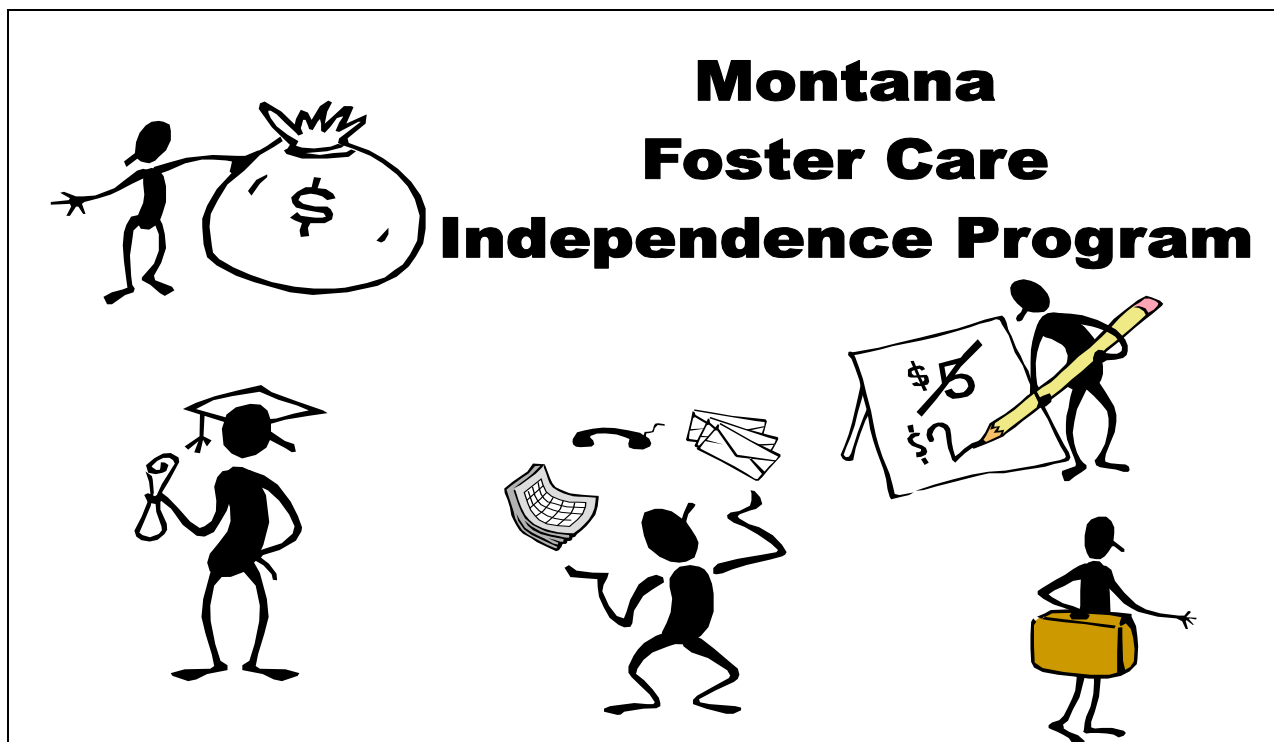
PATH:
```

- This screen is used to capture the details for Interstate Compact Application Requests
- The F10 function key will allow workers to copy Interstate Compact requests from one family member to another
- An event is created when an Interstate Compact is updated for a specific client

ICAD - Interstate Compact Action Detail

CAFSICAD	INTERSTATE COMPACT ACTION DETAIL	12/18/2007	10:43
USER ID : CB4142	MODIFY		
CAPS ID : 00002085	00	NAME: WASHINGTON, ABLE	
REQUEST RECV DT: 11/01/2007	SENT DT: 11/10/2007	RESPONSE RECV DT: 12/18/2007	
APPROVAL/DENIAL: A	DATE: 12/18/2007		
APPROVAL NAME : KANDICE MORSE			
REMARKS:			
PLACEMENT REQUEST WITHDRAWN:	DATE:		
PLACEMENT DATE:	PROGRESS RPT RCVD DT:		
COMPACT TERMINATION REASON:	DATE:		
IF LC, NAME:	REL:		
IF AF, SS OR RS:			
OTHER:			
PERSON SUPPLYING INFO: CB4142	PAULA HOLLING		
COMMENTS:			
		PATH:	

- This screen is used to capture the Interstate Compact application request received date, request sent date and the request response received date
- This screen is also used to capture approval or denial of the Interstate Compact request and placement information including withdrawn or terminated details
- The PERSON SUPPLYING INFO field will default to the name of the worker who entered the information on the ICPD (Interstate Compact Detail) screen
- Workers will receive alerts to remind them that a semi-annual progress report is due



- The system allows you to develop a Building Skills for Adulthood Plan for foster children with on-line approval process
- On-line follow-up information for youth leaving foster care

BSAS - Building Skills Plan Summary

CAFSBSAS	BUILDING SKILLS PLAN SUMMARY	04/10/2008	14:12
USER ID : C74142SW	INQUIRE	PAGE NO: 001	
CAPS ID : 00001300	00	NAME: KOCH, MELISSA	
PLAN START DATE: 03/08/2006	ANTICIPATED EMANCIPATION DATE: 06/20/2008		
FC CLOSURE DATE: 03/08/2006	I.L. SERVICE END DATE:		
I.L. GOAL: CFC	CONTINUE IN FC, FINISH HS ED OR GED		
OBJECTIVE		END DATE	
APPLY FOR FINANCIAL AID		99/99/9999	
OBTAIN SUMMER EMPLOYMENT		99/99/9999	
GRADUATE FROM HIGH SCHOOL		99/99/9999	
MENTOR NAME(S) : EMILY ROGERS			
CASH STIPEND AMOUNT:			
HOW TO CONTACT THE CHILD AFTER EMANCIPATION: MARY REYNOLDS (406) 443-8411			
SHIFT+F1=MORE DETAIL			
PATH:			

- First on SERN (Service Detail: Non-Payable), the SBSAA (BSA Skills Assessment) service must be done
- Then enter on SERN (Service Detail: Non-Payable), the SBSAP (BSA Transitional Living Plan) service
 - The system forces you to complete the BSAS (Building Skills Plan Summary) screen
- When a supervisor approves the closure of a client, the system will automatically update the Building Skills Plan Summary record
 - If the same client enters foster care again then the record will update and the BSAS record is once again in force
- When the FOSTER CARE CLOSURE DATE exists, the summary is protected except for the field of how to contact the client after emancipation
 - If the same child re-enters foster care the summary will once again be able to be MODIFIED

BSAE -Building Skills Evaluation

```
CAFSBSAE          BUILDING SKILLS EVALUATION          04/10/2008    14:13
USER ID : C74142SW INQUIRE                          PAGE NO: 001
CAPS ID : 00001300    00    NAME: KOCH, MELISSA

CURRENT LIVING ARRANGEMENTS: APN          DATE EVALUATION COMPLETED: 03/08/2006
EDUCATION LEVEL: C10    COMPLETED 10TH GRADE
  IF POST SECONDARY, RECEIVING AID (Y/N):
  IF DROPPED OUT, LAST GRADE COMPLETED :
DRIVERS LICENSE STATUS: CL          COMPLETED DRIVERS TRAINING (Y/N): Y
EMPLOYMENT STATUS: EM    EMPLOYED
1.   RATE OF PAY:      7.00    PER: HOR          ANNUAL WAGE:  7280.00
     HOURS PER WEEK:  20      LENGTH OF TIME EMPLOYED (MOS):  6

2.   RATE OF PAY:      PER:          ANNUAL WAGE:
     HOURS PER WEEK:      LENGTH OF TIME EMPLOYED (MOS):
NUMBER OF JOBS HELD IN PAST YEAR:
-----PUBLIC ASSISTANCE INFORMATION-----
      START DATE    END DATE    PGM SUB DESCRIPTION

PATH: ■
```

- This screen records follow-up information from the BSA program
- If the EMPLOYMENT STATUS is coded with EMPLOYED (E) then you must enter one set of employment data
 - Employment data is RATE OF PAY, HOURS PER WEEK, LENGTH OF TIME EMPLOYED
- ANNUAL WAGE is a display-only field
- Only the Public Assistance programs that started after the youths foster care CLOSURE DATE will be displayed
 - e.g. Food Stamps, Medicaid, AFDC and Emergency Assistance
- An event will be created when a Building Skills Evaluation has been completed